

MINUTES
WILLMAR POLICE COMMISSION
Monday, February 1, 2021

The annual mandatory meeting of the Willmar Police Civil Service Commission was held on Monday, February 1, 2021, at the Law Enforcement Center in Willmar.

Present were Police Civil Service Commission members: President Earline Schulstad, Vice President Dennis Anfinson, and Secretary Mike Kubesh. Police Chief Jim Felt and Administrative Assistant Sue Edwards were also present.

The meeting was called to order by President Schulstad at 9:29 a.m.

A motion was made by Commissioner Kubesh, seconded by Commissioner Anfinson, to approve the October 1, 2020 minutes as submitted. **Motion carried.**

Rotation of officers as follows: President – Dennis Anfinson; Vice President – Mike Kubesh; Secretary – Earline Schulstad.

Commissioners reviewed the Police Commission Rules & Regulations. Chief Felt informed them there was one revision for their consideration in Section 21. Requirements. It currently reads, "All employees will be required to reside within a distance where they can respond to the police department in thirty (30) minutes or less at legal driving speed". After input from supervisors, Chief Felt would like to amend it to read forty-five (45) minutes, as staff feels we would still be able to adequately staff the department in emergency situations. After discussion, Commissioner Anfinson made a motion, seconded by Commissioner Kubesh, to make that revision to the Rules & Regulations. **Motion carried.**

Chief Felt informed the Commission that the Police Department will tentatively have two retirements in May/June, which would mean hiring two officers. He explained the City Administrator does not want to hire until those positions are vacant. However; after discussion, Commissioner Kubesh made a motion, seconded by Commissioner Anfinson, to begin the process to establish a new eligibility register for future police officer hirings. **Motion carried.**

After further discussion, and reviewing the Police Officer Opening notice, a motion was made by Commissioner Kubesh, seconded by Commissioner Anfinson, to approve the police officer hiring process as follows:

- Application deadline is 4:00 p.m. on February 26, 2021.
- Advertise on the MN POST website, the City of Willmar website and in the West Central Tribune.
- Provide two written testing dates (March 18th and March 20th), using testing company IOS (Industrial/Organizational Solutions, Inc.).
- Testing process will consist of a written and oral examination, successful completion of a background investigation, along with passing a psychological and physical test.

- Weighted scores for testing process will be 40% value for the written portion and 60% value for the oral portion.
- Preference points given for veterans, as required under MN statutes, with an application form available for such preference.
- Résumés and cover letters will be required.

Motion carried.

Chief Felt advised the Commission that former CSO Niki Cappelen had been hired by the Hutchinson PD, and Hana DeSchepper had been hired by Waite Park PD, leaving three CSOs on the Police Department. One of the current CSOs will be attending the Skills Program this summer, so Chief Felt would like to hire three additional CSOs to get them trained in by summer. He explained that interviews are scheduled for Friday, February 12, 2021, and that Commissioner Schulstad had volunteered to assist with those interviews.

Miscellaneous

Chief Felt advised the Commissioners that with Sgt. Jahnke retiring in 2021, we will be doing Sergeant's testing sometime in the future.

Chief Felt updated the Commission on Officer Nicole Wortham, who is currently out on Workman's Comp.

Chief Felt informed the Commission that Kyle Athmann completed his FTO Program in November and is doing very well. He also gave an update on Anton Wazlawik, who is currently in the FTO Program.

Chief Felt explained that he had asked for a full-time Forensic IT Tech position for the Police Department to be considered in 2021. It wasn't included in the Mayor's budget for this year.

There being no further business, a motion to adjourn was made by Commissioner Kubesh, seconded by Commissioner Anfinson. The meeting was adjourned at 10:13 a.m.

Secretary Mike Kubesh
by Sue Edwards